

**COUNCIL BLUFFS PARKS, RECREATION AND PUBLIC PROPERTY DEPARTMENT**  
**MOBILE STAGE RENTAL AGREEMENT**  
**(712) 328-4650**

**INDEMNIFICATION**

To the fullest extent permitted by Law, the Renter of the mobile stage shall indemnify and hold harmless the City of Council Bluffs, their agents, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees arising out of or resulting from the rental of the mobile stage, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefore, and (2) is caused in whole or in part by any negligent act or omission of the Renter, anyone directly or indirectly employed by the Renter, or anyone for whose acts the Renter may be liable.

This agreement confirms the terms and conditions to which You, the Renter, agree to rent the mobile stage provided by the City of Council Bluffs through the Council Bluffs Parks, Recreation, and Public Property Department.

All rental agreement terms must be met before this form will be processed.

Renter's Name: \_\_\_\_\_

Renter's Address: \_\_\_\_\_  
 \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Location: \_\_\_\_\_

For the aforementioned services, you will meet the following Rental conditions:

Reserve stage at least one full week prior to event date \_\_\_\_\_

Provide certificate of insurance for event (min. \$1,000,000 liability coverage)  
 and name City of Council Bluffs as an additional insured \_\_\_\_\_

Pay 100% deposit on TOTAL ESTIMATED COST \_\_\_\_\_

Rental fees are as follows:

**\$200 Initial Set-up fee** **\$200**

Standard stage, fluorescent lights, and basic P.A. (\$75/hour) \_\_\_\_\_ hours = \$ \_\_\_\_\_

Additional Lighting (\$50/hour plus 50 amp service) \$ \_\_\_\_\_

Additional Staging (\$25/unit/hour) \_\_\_\_\_ units x \_\_\_\_\_ hours = \$ \_\_\_\_\_

Mileage (if not in Council Bluffs) (\$1 per mile) \$ \_\_\_\_\_

Tax (7%) \$ \_\_\_\_\_

**TOTAL ESTIMATED COST** **\$ \_\_\_\_\_**

**\*\* FULL PAYMENT REQUIRED WITH THIS AGREEMENT \*\***

Payable by check to: City of Council Bluffs – Parks, Recreation, and Public Property  
209 Pearl Street  
Council Bluffs, IA 51503

The Renter accepts full responsibility and agrees to be liable for any and all damage to the mobile stage from the time Renter's personnel and/or equipment go onto the mobile stage until the time all of the Renter's personnel and/or equipment are off the stage and the stage is turned over to the Council Bluffs Parks, Recreation and Public Property Department and staff.

The attached Stage Rental Policies and Procedures and Mobile Stage Rental Checklist are adopted and incorporated by this reference as a part of this agreement.

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Renter's Signature

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Date

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City of Council Bluffs

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Date

## **PLEASE READ CAREFULLY!!!**

*To confirm your reservation, please submit this completed agreement, certificate of insurance, and 100% of estimated total no later than ONE FULL WEEK prior to the requested date of rental.*

The Council Bluffs Parks, Recreation, and Public Property Department will assist the Renter in selecting the site upon which the mobile stage is to be located.

The mobile stage will be delivered and set up on the day of its use, and removed at the end of each day, unless adequate security is provided to prevent tampering or vandalism.

Council Bluffs Parks, Recreation, and Public Property Department will provide at least one employee to maintain and supervise the stage during hours of operation.

The Renter requesting use of the unit shall have a representative present at the site at the time the unit is scheduled to arrive. This representative is to assist with placement of the unit and accept delivery on any equipment.

The care and handling of all Council Bluffs Parks, Recreation, and Public Property Department equipment on the mobile stage is the sole responsibility of the Council Bluffs Parks, Recreation, and Public Property Department stage staff. When the Council Bluffs Parks, Recreation, and Public Property Department sound system is used, it may be set up and removed from the stage by Council Bluffs Parks, Recreation, and Public Property staff only.

At all times when the mobile stage is in use, all City ordinances regarding noise, traffic, parades, etc. shall be strictly obeyed by the Council Bluffs Parks, Recreation, and Public Property Department stage staff and the renting organization. The stage staff has the power to stop the program for any reason if there is potential danger to the equipment or staff, i.e. inclement weather, wind gusts in excess of 25 mph, or unruly behavior of the crowd or performers.

Unrestricted access to the public is prohibited. It is the responsibility of the renting party to restrict access to the stage by the general public during performance/use.

Nothing may be attached or affixed in any manner to the mobile stage without prior permission of the stage staff on duty.

Council Bluffs Parks, Recreation, and Public Property Department reserves the right to refuse rental of the mobile stage under any conditions deemed to be potentially hazardous to the stage or its operators, or any event not deemed in the best interest of the City of Council Bluffs or the general public.

The standard P.A. system and fluorescent lights are 100 volts. This is a standard 110 plug-in with a 50-foot length cord. The Council Bluffs Parks, Recreation, and Public Property Department has a portable generator available for rental.

To upgrade the sound system and stage theatrical lighting, a 220-volt (50 amp) service is needed with a matching plug for service.

*The Council Bluffs Parks, Recreation, and Public Property banner will remain hanging for all events.*

## MOBILE STAGE RENTAL CHECKLIST

Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Event/Artist \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Day of Event Phone # \_\_\_\_\_

Stage should be set up by (time) \_\_\_\_\_ Removed by (time) \_\_\_\_\_

Site location and access \_\_\_\_\_

Is a sound company being used? Y N If yes, name of company \_\_\_\_\_

Phone number of above company \_\_\_\_\_

Is 220 electrical service available? Y N If no, what electrical service is available? \_\_\_\_\_

The stage is equipped with stairs and a handicapped lift.

### **Stage dimension needed (please circle):**

**Standard unit size is 24' x 14' 6"**, and includes skirting, stairs, basic PA, up to four microphones, up to five tables, and up to 25 chairs (all for use ONSTAGE ONLY). Other configurations include:

24' x 32' (with 10 additional units)

24' x 40' (with 9 additional units)

28' x 32' (with 10 additional units)

20' x 40' (with 11 additional units)

20' x 48' (with 11 additional units)

Up to eleven (11) additional 4' x 8' units are available.  
(\$25/unit/hour) How many are needed? \_\_\_\_\_

## MAP OF SITE

Please indicate access, location of stage, and source of electricity.

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COUNCIL BLUFFS PARKS, RECREATION, AND PUBLIC PROPERTY USE ONLY

STAFF ASSIGNED: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_ DATE PAID \_\_\_\_\_

NOTES: